

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH51500
	REVISION FINAL Rev1
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	DATE 04/17/05
	PAGE 1 OF 11

Contents

- 1.0 Purpose & Scope
- 2.0 Responsibilities
- 3.0 Definitions
- 4.0 Prerequisites
- 5.0 Precautions
- 6.0 Procedure
- 7.0 Implementation and Training
- 8.0 References
- 9.0 Attachments
- 10.0 Documentation

BROOKHAVEN NATIONAL LABORATORY
Safety and Health Service Division Industrial Hygiene Laboratory
IH Equipment Checkout IH Sample Check-in
Print Name

1.0 Purpose & Scope

This document describes the accepted procedure for check-in and check-out of SHSD IH Group monitoring equipment using the *Intellitrack*® Database system. The goal of the procedure is to provide a uniform methodology/protocol to control access and availability of the SHSD IH equipment. When equipment-tracking integrity is maintained and documented via this system, the equipment will be maintained within calibration and the availability will be maximized. Strict adherence to the SOP by the IH Group and other BNL organizations will ensure that the equipment is maintained in the highest state of calibration and readiness. This procedure does not pertain to sampling trains set up with vacuum pumps and associated media.

2.0 Responsibilities

- 2.1 **Program Administration:** This procedure is administered through the SHSD Industrial Hygiene Group. Members of the SHSD Industrial Hygiene Group, the Radiological Control Division Facility Support Group, Plant Engineering, and other BNL ESH&Q related organizations that use IH Group equipment are required to follow this procedure.
- 2.2 **Equipment Custodian:** Only persons of the Industrial Hygiene Group who have demonstrated competency in this procedure, in accordance with Section 7, are authorized to maintain and oversee the distribution of equipment from the SHSD IH Laboratory.

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH51500
	REVISION FINAL Rev1
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	DATE 04/17/05
	PAGE 2 OF 11

2.3 **Equipment User:** The *Equipment User* is responsible to complete all steps in this SOP.

3.0 **Definitions**

3.0 ***Equipment User:*** A person who checks-in and/or check-outs BNL SHSD IH Group monitoring equipment from the Industrial Hygiene laboratory.

3.1 ***Equipment Custodian:*** A person who has demonstrated competency to be responsible for the overall maintenance and control of IH monitoring equipment issued from the Industrial Hygiene laboratory.

4.0 **Prerequisites:** Qualification as per Section 7.

4.1 No user should check-out equipment unless properly trained in the safe and proper handling/usage of that particular piece of equipment.

4.2 Personnel who use this procedure are required to read the *IH Group Equipment Use Policy* (Attachment 9.3), comply with its provisions, and signify agreement by signing a copy of the Attachment 9.3.

5.0 **Precautions**

5.1 **Personal Protective Equipment:** The use of personal protective equipment to enter the IH Laboratory to conduct activities assigned in this SOP is not required.

5.2 This SOP does not create waste or have an environmental impact.

6.0 **Procedure**

6.1 **Equipment**

6.1.1 *IH Equipment Check-out Authorization Card* with SHSD IH Lab User ID# assigned (see Attachment 9.1).

6.1.2 Computer with *Intellitrack®* Program and Barcode Scanner (located in Building 120, Room 1-24).

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	NUMBER IH51500
	REVISION FINAL Rev1
	DATE 04/17/05
	PAGE 3 OF 11

6.1.3 Instruments and Monitoring Equipment (located in Building 120, Room 1-24).

6.2 Preparing for Checkout of equipment

6.2.1 The *Equipment User* should have already requested the instruments to check out through the web based equipment request form using the SOP IH51200. This logs the equipment use for tracking purposes. If IH51200 request has not been used, STOP and complete the electronic request for the equipment. (This may be done on the equipment checkout computer in Room 1-24.

6.2.2 Gather all equipment to be checked out near the check out computer. You will need to open the cases and scan the barcodes affixed to the instruments.

6.3 **Opening the *Intellitrack*® software to begin Check-in or Check-out.** (An IH Equipment Custodian is not necessary to complete this check-out/in procedure but will be available for assistance as necessary.)

6.3.1 Check to ensure the equipment database computer is turned on and logged into the internet and BNL web. If not, contact an IH Equipment Custodian.

6.3.2 If the *Intellitrack*® software is not open click on the shortcut to IT Check icon.

6.3.3 Log in

6.3.3.1 *Username*: checkout.

6.3.3.2 *Password*: checkout.

6.3.3.3 Click on the OK button.

6.4 To Check Out Equipment

6.4.1 At the main *Intellitrack*® menu screen, click on the CheckOut button.

6.4.2 The cursor moves to the Checkout ID field.

6.4.3 Scan your *IH Equipment Check-out Authorization Card* or enter the (5) digit number.

6.4.4 Press Enter and the database fills in your name and division. Note: If you have Past Due equipment a pop-up will ask if you want to view a list of past due equipment. To view the past due report click yes and follow section 6.6. To continue click No.

6.4.5 Enter the IH project number in the “Order#” box or your project reference number: hit enter.

6.4.6 Click on the “Item ID” box and scan the IH barcode on the equipment to be borrowed. The equipment information is automatically entered into the

<p align="center">BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division</p> <p align="center">INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure</p>	<p>NUMBER IH51500</p>
	<p>REVISION FINAL Rev1</p>
	<p>DATE 04/17/05</p>
<p>SUBJECT:</p> <p align="center">SHSD IH Laboratory Equipment Check-in/Check-out Procedure</p>	<p>PAGE 4 OF 11</p>

form. Note: If equipment is past due for calibration a pop-up will ask if you want to continue. In another equivalent piece of equipment is available, retrieve the item and check the calibration sticker. If current, then check out the second piece of equipment. No equipment should be checked-out if past the calibration date. Click **No** then continue with the next item to be checked out.

- 6.4.7 Continue scanning equipment until all equipment is scanned.
- 6.4.8 Click on the “return” button (open folder with arrow). The main menu appears and all information is saved.
- 6.4.9 You may now gather the equipment and leave the IH Equipment Laboratory.

6.5 To Check In Equipment

- All IH equipment must be returned on time to the IH laboratory in a clean and reusable condition.
 - If portable equipment has a rechargeable battery pack, the pack should be put on the appropriate charger or left with a note so the Laboratory Custodian will know that it needs to be recharged.
 - Any indications of inaccuracy or malfunctioning should be reported to the Laboratory Custodian immediately in writing.
- 6.5.1 At the main menu screen, click on the **Check-in** button.
 - 6.5.2 Scan the barcode on the item to be returned. Note: if you have Past Due equipment a pop-up will ask if you want to view a list of past due equipment. To view the past due report click yes and see section 6.6. To continue click **No**.
 - 6.5.3 When all items to be returned have been scanned click the Return Button (open folder with arrow) and the main menu will appear.
 - 6.5.4 Items have now been checked-in and are to be placed on the Equipment Return Shelves.

6.6 To view the Past Due Report from the pop-up query and then return to the current action.

- 6.6.1 Click on the **Yes** Button.
- 6.6.2 Then click on **Past Due Report** button (or scroll through the list as shown) to view a list of past due items.
- 6.6.3 You may need to enlarge the view and then click on the report page to see entire page. You can click anywhere on the report page to enlarge that section for better viewing.

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH51500
	REVISION FINAL Rev1
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	DATE 04/17/05
	PAGE 5 OF 11

6.6.4 Close the report then click on the Past Due Button to return to the previous screen and continue.

6.7 To view the Past Due Report from the main menu.

- 6.7.1 You may close out all views from wherever you are to return to the main menu.
- 6.7.2 Click on the Reports Button.
- 6.7.3 Double click on the Check In/Out past Due Report selection.
- 6.7.4 Click on Select By: Checkout ID then select your *IH Equipment Check-out Authorization Card* number.
- 6.7.5 Click on the Report Icon (Page with Magnifying Glass) and a report pop-up appears.
- 6.7.6 Click to enlarge, scroll through to view and when completed you can print to the local printer or close the report.
- 6.7.7 Close the Past Due Report Page (click on the return icon).
- 6.7.8 Close the Report Page.
- 6.7.9 The software returns to the Main Menu Page and you are finished.

6.8 To view a list of items checked out to you from the main menu

- 6.8.1 Click on Reports.
- 6.8.2 Double click on Checked Out Items by Cust/Emp ID.
- 6.8.3 Select your checkout ID - type in your *IH Equipment Check-out Authorization Card* number or delete the word *all* and scan your card.
- 6.8.4 Select Report Icon.
- 6.8.5 Enlarge view and scroll through or print to local printer.
- 6.8.6 Close Report.
- 6.8.7 Click on “Close” button to close Checked Out Items Pop Up.
- 6.8.8 Click on “Close” button to close Report Pop-up and the software returns to the Main Menu.
- 6.8.9 Review the printout and if you find one or more discrepancies please notify IH personnel immediately.

7.0 Implementation and Training

- 7.1 **Qualification Criteria:** Only individuals who have demonstrated knowledge of this procedure to the satisfaction of the IH Group Leader, or his designee will be qualified to perform in the role of *Equipment Custodian* and *Equipment User* and be

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH51500
	REVISION FINAL Rev1
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	DATE 04/17/05
	PAGE 6 OF 11

allowed to take out and bring back monitoring equipment to the IH Laboratory.
Qualification of demonstrated competency shall be by:

7.1.1 Specific knowledge of this procedure shown by an ability to answer questions.

7.1.2 Visual observation of a simulated equipment sign-in and sign-out.

7.2 The IH Group Leader or designee will prepare an ***IH Laboratory Check-in/out Authorization Card*** for all persons meeting qualification. Persons not meeting the qualification will not be issued a card. Persons failing to comply with this SOP will have the card rebuked.

7.3 This SOP applies to anyone using the equipment maintained by the SHSD IH Group. Qualification and compliance to this procedure is required for all persons checking out equipment, regardless of the organization they are aligned in.

8.0 References

8.1 *Intellitrack®* Operations Manual.

9.0 Attachments

9.1 **IH Laboratory Check-in/out Authorization Card Sample**

9.2 **IH Laboratory Check-In/Out Equipment Photo**

9.3 **IH Laboratory Check-In/Out Equipment Policy**

9.4 **IH Laboratory Check-in/out Qualification Record**

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division		NUMBER IH51500
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure		REVISION FINAL Rev1
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure		DATE 04/17/05
		PAGE 7 OF 11

10.0 Documentation

Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> J. Peters 3/29/05 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> R. Wilson 4/20/02 IH Lab Equipment Custodian	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 07/17/02 Industrial Hygienist Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>
QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH52.05
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 07/17/02
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input checked="" type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	IMPLEMENTATION: Training Completed: Procedure posted on Web: Hard Copy" files updated:

Periodic Review Record		
Date of Review	Reviewer Signature and Date	Comments
04/06/05 <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input checked="" type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls	<i>(signature on file)</i> R. Selvey <i>(signature on file)</i> J. Peters	Deleted Steps 6.1.4 and 6.2.2 and all references in Section 6 to a "written calendar". Deleted photo of calendar in Attachment 9.2. No other significant changes necessary, policy & procedure remains unchanged. Added revised Section 10.

The only official copy is on-line at the SHSD IH Group website.
Before using a printed copy, verify that it is current by checking the document issue date on the website.

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH51500
	REVISION FINAL Rev1
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	DATE 04/17/05
	PAGE 8 OF 11

Attachment 9.1

IH Laboratory Check-in/out Authorization Card Sample

The diagram shows a sample authorization card with the following fields and callouts:

- BROOKHAVEN NATIONAL LABORATORY** (Logo)
- Safety and Health Service Division
Industrial Hygiene Laboratory
- IH Equipment Checkout
IH Sample Check in (Red text, with an arrow pointing to it from the right)
- Print Name (with a line for text entry)
- Barcode (with an arrow pointing to it from the right)

Callout box on the right:

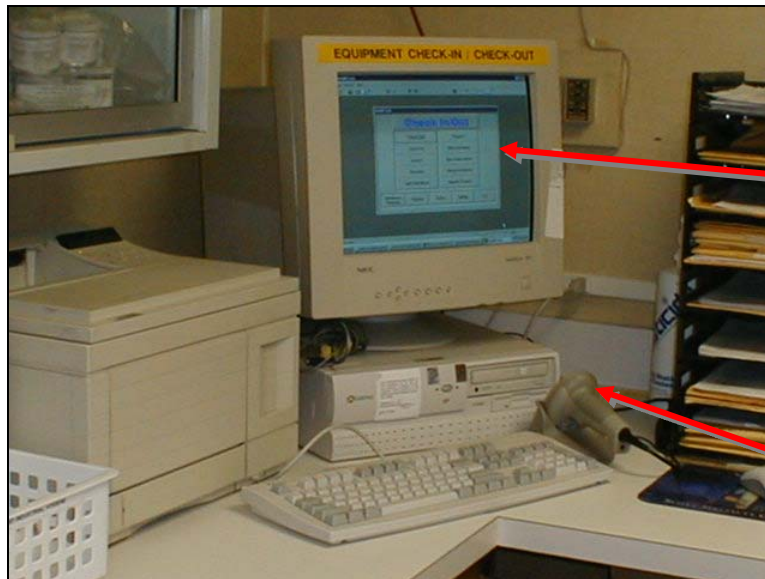
- Typed or Printed Name of Qualified Instrument Users (with an arrow pointing to the red text)
- Barcode Number assigned to user (with an arrow pointing to the barcode)

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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH51500
	REVISION FINAL Rev. 0
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	DATE 07/16/02
	PAGE 9 OF 11

Attachment 9.2

SHSD IHG Lab Bldg 120 Room 1-24 Check In – Check Out Equipment



IntelliTrack®
Main Menu

Barcode
Scanner

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH51500
	REVISION FINAL Rev. 0
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	DATE 07/16/02
	PAGE 10 OF 11
SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	

Attachment 9.3

SHSD Industrial Hygiene Group Check In/Out of IH Equipment Policy

All persons checking out SHSD equipment must comply with this policy or forfeit the right to check out the equipment.

- All IH Equipment must be requested electronically on the *Industrial Hygiene Equipment Request Form* using IH51200.
- All IH equipment must be returned on time to the IH laboratory in a clean and reusable condition.
 - All equipment is to be returned the following day unless specified in the request and approved by the *IH Lab Equipment Custodian*
 - When the return date is longer than one day, it is necessary to inform the IH Lab on the *Industrial Hygiene Equipment Request Form*.
- If multiple days of sampling are required, equipment calibration and recharging requirements must be met. It is necessary to inform the IH Lab on the *Industrial Hygiene Equipment Request Form*.
- To Check-In/Out direct reading IH equipment, the user must be qualified in accordance with the Industrial Hygiene SOP IH51500 – *Equipment Check-in/Check-out Procedure*.
- Samples collected for analysis must be handled in accordance with the Industrial Hygiene SOP IH60300 – *Chain of Custody Policy and Procedures*.
- Any indications of inaccuracy or malfunctioning of equipment should be reported to the IH Laboratory *Equipment Custodian* immediately in writing.

I agree to comply with the IH Group's *Check In/Out of IH Equipment Policy*

Signed: _____

Date: _____

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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division ---INDUSTRIAL HYGIENE GROUP	IH51500 Attachment 9.4
SHSD IH Laboratory Equipment Check-in/Check-out Procedure	GE - IHQ- 51500

Qualification Record

Instrument User Name	Date of Application	Barcode Number assigned to user:
Users Organization	BNL Phone#	BNL Pager#
Supervisor	BNL Cell Phone#	BNL Group Pager#
Organization Charge Number (Activity Code)	Bldg# & Room#	BNL email#

The following information is required to ensure the ability to contact you during off hours in case of a site emergency requiring use of equipment checked out to you		
Home Address	Home Phone#	Cell Phone#
City	Home e-mail#	

Topic Criteria	Qualification Status
Equipment Can show where equipment needed for the procedure is located.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Corrected <input type="checkbox"/> Not Qualified
Check-in & Check-out Can show how to properly check-in and check-out equipment using the <i>Intellitrack®</i> system.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Corrected <input type="checkbox"/> Not Qualified
Record forms Can show how to correctly and completely complete forms (including computer prompts) associated with this SOP.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Corrected <input type="checkbox"/> Not Qualified
Qualified By:	Date:
<div style="text-align: right;"> <input type="checkbox"/> Pass <input type="checkbox"/> Fail </div>	
Expires:	